

**Missouri State Library  
Office of the Secretary of State**

**Library Services & Technology Act  
Federal Grant Program**

**Training & Professional Development  
Grant Application**

**Winter 2003**

**MISSOURI STATE LIBRARY  
LSTA TRAINING & PROFESSIONAL DEVELOPMENT GRANT PROGRAM  
INFORMATION & GUIDELINES  
Winter 2003**

**What is this grant program?**

**The purpose of this program is to provide grants to eligible libraries to develop or enhance the knowledge, skills and talents of library personnel and library trustees.**

This grant program allows libraries to contract with a trainer(s) to come to their libraries and conduct a workshop or series of workshops with library staff or trustees to gain in-depth knowledge on topics focused on a specific need, for a period of one half (1/2) to two (2) days. Workshops may be conducted as a single workshop or may be conducted as a series (2 or 3) of curriculum related workshops. **The program is designed for libraries that do not have the local funding available for such an expense.**

**How may the grant funds be used?**

Awards are to help libraries secure the services of qualified trainers. Examples of training areas include but are not limited to:

- Promoting targeted library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills.
- Building and enhancing teamwork within the organization.
- Promoting reading as a shared family activity.
- Improving telephone interactions with patrons.
- Developing reference services for remote users.
- Learning effective question-handling techniques.
- Storytelling.
- Making effective presentations.
- Management and administrative skills, including personnel issues
- Building good community relations.

**Who may apply?**

All libraries certified to receive State Aid, and those meeting the definitions of school, academic, and special library and library consortia as defined in the "Missouri Five-Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds" are eligible to apply for this grant. See attached "Definitions."

Several libraries may make a joint application in order to maximize cost-effectiveness of the project. **In this case, one library must be designated as the administrator of the grant.**

### **How to apply?**

1. Decide what you want to accomplish and why.
  - a) What are your needs that the training will address and how did you decide that the need(s) are valid?
  - b) Determine and name the outcomes you wish to accomplish. .  
**NOTE:** Outcomes are changes in skills, knowledge, attitudes, behaviors, and life conditions.
  - c) Document these outcomes and how they were determined. Submit documentation with the application form
2. Determine the resources that your library has available to enable it to provide or utilize what you hope to accomplish from the training. – e.g. improved services, staff/trustee skills/behaviors, collection development policies, etc., resulting from the training. **NOTE:** Resources include your library's staff, collection, financial resources, equipment, facilities, community good will, and comparable other items relating to your training goals.
3. Decide who the best trainer(s) would be for your project.
4. Confirm that the person(s) or firm has the credentials that meet your need.
5. Determine how you will evaluate the training to ascertain whether or not your stated outcomes were accomplished.
6. Estimate the amount of federal funds you will need.
7. Complete the application form and return on or before the deadline.

### **Are local matching funds required?**

No local matching funds are required. However, local funds may be needed for certain costs ineligible for the grant.

### **For what will this grant pay?**

#### ***Eligible expenses include, but are not limited to:***

- Fees, honorarium, or stipend for the trainer(s).
- Fees for new curriculum development (**cannot exceed \$750 for ½ to one day workshop, \$1000 for 2 day workshop, or \$2000 for workshops conducted in series – 2 to 3 workshops on same content - form**).
- Travel, including overnight expenses (lodging and food) for the trainer(s).
- Wages and related costs for substitute staff necessary for permanent staff to be able to attend the project activities.
- Costs to produce workshop materials and/or handouts.
- Copyright or other miscellaneous fees (**explain on budget page**).

***Ineligible expenses include, but are not limited to:***

- Hiring a member of the applicant's own library as trainer(s).
- Travels and/or meal expenses for library staff or trustees to attend an activity off-site.
- Equipment purchases.
- Collection development acquisitions.
- Costs for meetings, such as room rental, refreshments and related supplies.
- Any costs/projects related to building, building planning and design, or any other major new construction.
- Planning a tax levy.
- Computer training normally provided by vendors as part of the installation process for hardware or software.

**What special considerations apply to this grant?**

The number of workshop attendees for a hands-on workshop must number (twelve) 12 at minimum. The number of workshop attendees for a workshop not requiring hands-on participation must number (15) fifteen at a minimum.

The library has identified and can provide a concise description and/or outline of the content of the training course.

It is important that the library obtain qualified, appropriate professional assistance. In their grant application, applicants are to provide convincing information about the qualifications of the professional they plan to hire. Include a resume or business equivalent that establishes the expert's credentials and experience in the field.

**What projects will receive priority for funding?**

For a library to be eligible to receive funding, the selected professional must have appropriate qualifications for the planned project, and the proposed project must be appropriate and match a critical library need(s). Other factors include the library's inability to pay for such professional services from local funds (the per capita local tax base will be used as a measure of its ability to pay).

**What is the review process?**

- A review committee of State Library staff evaluates applications.
- Committee submits recommendations to State Librarian
- State Librarian submits her recommendations to Secretary of State.
- Secretary of State makes final decision on recommendations.

### **How long is the grant period?**

**These grants are reviewed on a quarterly schedule, as follows:**

**Application Deadline: November 7, 2003**

**Project Grant Period: January 1, 2004 – June 30, 2004**

### **How are grant payments made?**

A first payment of 70% of the grant award will be released upon completion of a fully executed grant agreement. A final payment of 30% will be released after submission, review, and acceptance of project Final Report.

### **What reports must grantees make?**

A Final Financial and Final Narrative Report, which will include project support materials designated in the Final Report instructions, which are included in the grant award materials received at the start of the project.

### **Mail completed applications to:**

LSTA Coordinator  
Missouri State Library  
600 West Main Street, P.O. Box 387  
Jefferson City MO 65102-0387

### **For further information, contact:**

Kay Callison, LSTA Coordinator/Grants Officer  
Missouri State Library, Library Development Division  
Telephone: 573-751-1822 or (in Missouri) 800-325-0131, ext. 9.  
Email: [callik@sosmail.state.mo.us](mailto:callik@sosmail.state.mo.us)

#### **CIPA COMPLIANCE**

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded and the grant period of the award. If triggered, CIPA will require a grant recipient to certify either that it is undertaking efforts to comply with CIPA or that it has in place a policy of internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with internet access. The nature of the certification depends upon the type of library making application and the grant period of the award.

**MISSOURI STATE LIBRARY  
LSTA TRAINING AND PROFESSIONAL DEVELOPMENT GRANT PROGRAM  
APPLICATION FORM  
Winter 2003**

**Please print or type in black ink.** Project # \_\_\_\_\_

Name of library: \_\_\_\_\_

Federal tax I.D. # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Library Director: \_\_\_\_\_

Project Director (contact person): \_\_\_\_\_

E-mail address (contact person): \_\_\_\_\_

LSTA Funds requested: \$ \_\_\_\_\_

Additional libraries participating in project: \_\_\_\_\_

**PART I: Answer the following questions, allowing up to one half (single spaced),  
typewritten page for each item:**

1. How were the training needs determined?
2. Who is the target audience and how will their needs be met by this training?
3. What are your library's resources and the outcomes you wish to accomplish How were they determined? (Please refer to grant guidelines for explanation of terms and explanations).
4. Name, address, and phone number of person(s) or firm you wish to hire.
5. What teaching methods will be used and why are they the most appropriate?
6. How will this training be customized to meet your library's specific needs?
7. If requesting a series (2 or 3) of workshops, please specify the timeline for completion of the project from start to finish. Please be descriptive for each major activity on this timeline.
8. Summarize proposed trainer's credentials, and attach resume or business equivalent.
9. How will this training impact your library, staff, and patrons?
10. How will you evaluate the training to ascertain whether or not your stated outcomes were accomplished? Document your evaluation questions and return with the application form (e.g. this can be an evaluation form submitted to attendees at end of training).

**YOU MUST USE THIS SHEET AS PAGE ONE (1) OF YOUR APPLICATION**

**PART II: Prepare an itemized budget, following the Grant Program Guidelines for allowable expenses. Explain all items, as needed.**

**PROJECT BUDGET & TRAINING DATA**

<b>TRAINING DATA:</b>	
Total # to be Trained	
Length of Training (hours/day)	
Method of delivery	
<b><u>BUDGET:</u></b>	<b><u>EXPENSES:</u></b> (Attach itemized statement for fees)
<b><u>A. TRAINING ACTIVITIES</u></b>	
Trainer(s) Fees	
Fees for new curriculum development	
Training Materials and Supplies	
Instructor Travel expenses	
Miscellaneous	
Subtotal of A.	\$
<b><u>B. SUBSTITUTE STAFF COSTS</u></b>	
Itemize: (2 @ 8 hrs @ \$10 per hr = \$160)	
Subtotal of B.	\$
<b><u>C. REGISTRATION COSTS</u></b>	
Printing & photocopying class flyers	
Postage	
Other	
Subtotal of C.	\$
<b>TOTAL of A., B., and C. above</b>	<b>\$</b>

**PART III:**

**CERTIFICATION AND SIGNATURES;**

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The appropriate authorities of the applying library have authorized this application.

\_\_\_\_\_  
Type name of Library Director

\_\_\_\_\_  
Type name & title of Authorized Official

\_\_\_\_\_  
Signature, Library Director  
(use blue ink)

\_\_\_\_\_  
Signature, Authorized Official  
(use blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Mail one copy of this completed application form to:**

LSTA Coordinator/Grants Officer  
Missouri State Library  
600 West Main St.  
P.O. Box 387  
Jefferson City, MO 65102-0387

**YOU MUST USE THIS SHEET AS THE FINAL PAGE OF YOUR APPLICATION**